



SPECIAL EVENT VENDOR FORM



Town of Florence, Town Clerk's Office
P O Box 2670 / 775 N. Main Street
Florence, Arizona 85132
Phone: 520-868-7574 or 520-868-7500
Fax: 520-868-7564
TDD: 520-868-7502
www.florenceaz.gov

Special Event Vendor Application Instructions:

Any participant wishing to be part of the Special Event is required to obtain a Special Event Vendor Permit for the event prior to the event. The permit fee is \$10.00 per event. If you have a current Town of Florence Business License, your fee will be waived.

Certain types of businesses may also be exempt from the required \$10.00 fee; which include:

- The practice, transaction or carrying on of any business, game or amusement, calling, profession or occupation which is solely engaged in delivery;
- By an agency or department of the United States Government for which the government has failed to make provisions allowing states and municipalities to so tax;
- Hospitals, whether or not operated for profit;
- Physicians, surgeons or nurses not engaged in private practice;
- Rental units of three or less, if in a Noncommercial Zoning District;
- Sellers of agricultural produce grown within the town by the seller;
- Religious, charitable or other nonprofit organizations, institutions or associations;
- Any hobby or crafts sales in which the seller is the creator or a non-paid representative of the creator and for which the gross sales of each hobbyist and craftsperson shall not exceed \$3,000 in any 12 month period of time; and
- Employees of any business, game or amusement, calling, profession or occupation either possessing a business license or exempt from having to possess a business license.
- Businesses that have an active business license
- Any For-Profit participant who is **only** distributing literature **and/or** distributing items **free of charge**, and who is not vending, may also be exempt from the vendor permit fee.

The Town will review each application on a case-by-case basis to determine exemption status.

The Vendor Permit must be posted in a conspicuous place during the event.



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SPECIAL EVENT VENDOR APPLICATION

Name of Event:			
Date(s) of Event:			
Applicant Name:			
Participant/Business/ Organization Name:			
Physical Address City, State, Zip:			
Mailing Address City, State, Zip:			
Phone Number:			
Do you have an existing business in Florence?		<input type="checkbox"/> Yes: Current TOF Business License No: _____ <input type="checkbox"/> No	
Business Type:	<input type="checkbox"/> Retail Sales <input type="checkbox"/> Sale of handcrafted arts and crafts <input type="checkbox"/> Food Sales: Pinal County Health Certificate # _____ <input type="checkbox"/> Beer/Wine/Liquor Sales: Liquor License # _____ <input type="checkbox"/> Other: _____		
Social Security #: (Sole Proprietor Only)	Employer Identification No. (EIN #, if applicable)	Transaction Privilege Tax No: (TPT #, if applicable)	
Detailed description of what you will be selling/doing at the event:			
For Businesses Who Qualify for Exemption Status Only, Complete Section Below:			
Basis for Exemption:		Tax Exemption Number:	
<input type="checkbox"/> Delivery of materials or literature only (no sales) <input type="checkbox"/> Handmade crafts with sales of less than \$3,000 annually <input type="checkbox"/> Hospitals or physicians not engaged in private practice <input type="checkbox"/> Religious <input type="checkbox"/> Non Profit		_____	
Applicant Signature:		Date:	
TO BE COMPLETED BY TOWN CLERK'S OFFICE			
Approved by:	Permit No.	Date Issued:	